Resident Assistant
Job Description

*All information on this Job Description is subject to change prior to or during the 2016-2017 academic year.

Scope of Function
The Resident Assistant (RA) position is an integral part of the Residential Life program at California State University, San Bernardino. RAs will undertake one of the most exciting, rewarding, and challenging experiences of their lives. Those involved in the program will have the opportunity to develop leadership skills and gain a better understanding of themselves and others.

The primary responsibility of the Resident Assistant is to build community amongst the residents of a floor(s) and halls. Community building is accomplished through programs, connecting with / advising residents, and enforcing community standards established by The Office of Housing and Residential Life and by the residents of a floor and hall.

Position Requirements:
1. Must be enrolled and attending classes at California State University, San Bernardino with the minimum of 12 units at time of appointment and throughout period of appointment (Winter 2016 – Spring 2017).
2. Maintain good academic standing: Cumulative 2.3 and Quarterly 2.0 GPA at time of appointment and throughout period of appointment (Winter 2016 – Spring 2017).
3. Remain in good judicial and financial standing within University Housing Services and the University at time of appointment and through period of appointment (Winter 2016 – Spring 2017).
4. Must live in assigned hall in designated Resident Assistant room during time of employment.
5. Involvement in extra-curricular activities and employment other than as a RA is limited to a total of 10 hours per week and must be approved by supervisor.
6. Cannot hold any other leadership position or employment within Housing.
7. Enroll in RA leadership class during Spring Quarter 2016 (Mondays from 4:00pm-6:00pm). NOTE – Returning RAs are not required to take class, but will have to participate in specific sections and are highly encouraged to attend.
8. Must leave Wednesdays from 4:00pm-6:00pm open for staff meetings for the 2016 – 2017 Academic year.
9. Can take summer classes that will interfere with Fall RA Training (late August/early September).

General Skills and Abilities
- Leadership experience and demonstrated maturity
- Compassion for Diversity
- Counseling and advisement abilities
- Analytical and decision-making abilities
- Written and verbal communication skills
- Community building and programming skills and experience

Remuneration
- Invaluable and Rewarding growth experience
- Room in designated Village
- Meal Plan
- Up to $100.00 quarterly stipend
- Basic Cable
- Internet access

PRIORITIES
It is understood in the Office of Housing and Residential Life that the Resident Assistant’s first priority will be to their academic courses with an understanding that time management skills are crucial to the Resident Assistant position.

The Resident Assistant should note that the position recognizes academics as a priority over the time commitment that should be made to the Office of Housing and Residential Life. However, all employment outside of the Office of Residential Life is considered a lower priority. While supervisors will work with staff members as they juggle a second job, it will be expected that there will be no scheduling, time commitment or job concerns resulting from secondary employment.
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Community Development
- Establish rapport of positive cross-cultural communication with all residents in the floor(s) and hall community.
- Serve as a role model for standards of community living, academics, and leadership.
- Provide initial counseling and academic advisement for residents.
- Refer residents to appropriate resources on or off campus.
- Mediate and manage conflict between members of the community.
- Maintain confidentiality, when appropriate, in working with residents.
- Attend, participate in, and encourage resident involvement in RHA, Campus and Community.
- Serve as a liaison between the residents of the community and the department or university as needed.

Response & Policy Enforcement
- Uphold and enforce University and Housing policies / procedures and document any violations.
- Provide emergency response and on-call crisis management throughout the academic year.
- Serve on-call duty typically 1-2 days per week and 3-4 weekends per quarter, including holiday/vacation breaks as established by the department and in conjunction with each specific hall staff. Holiday coverage includes but is not limited to all university-recognized holidays (i.e. Thanksgiving Break, Winter Break, New Years Eve, Spring Break, etc).
- While on duty, perform rounds and assist with lockouts, emergency mediations, maintenance issues, as well as report/respond/be aware of safety and security issues.
- Generally, be aware of, assist with and report maintenance concerns and security issues (i.e. lock-outs, floods and leaks, broken windows) for floor, building and general facility.

Community Programming
- Actively participate and assist with Welcome Week activities in Fall 2016.
- Plan, publicize, coordinate, and evaluate educational and social programs for your floor(s), halls and/or Villages each quarter as designated in the programming requirements.
- Assist in the development and coordination of programs for the Villages.
- Advertise/publicize the Villages and campus events on a regular basis.

Administrative Responsibilities
- Attend and participate in weekly staff meetings, 1-on-1 meetings with supervisor, departmental committees and special project meetings as assigned.
- Work regularly scheduled Desk Duty hours as assigned (3 hours a week).
- Participate in the check-in process at the beginning of each quarter and the checkout process at the end of each quarter. This includes preparation work prior to the actual check-in and checkout dates.
- Report regularly, informally and in writing to the Coordinator on community issues and concerns.
- Check voice-mail and email daily.
- Complete other administrative tasks as assigned.

Staff Training and Development
- Attend and participate in Resident Assistant Leadership Class, located TBD, Spring Quarter 2016 (Mondays 4:00pm-6:00pm).
- Participate fully in Fall Resident Assistant Training (starting Late August 2016) and additional Staff Retreats throughout the year.
- Assist in the selection of the 2017-2018 Student Leader Staff.
- Participate in Southern RAP Conference. (Returning RAs required to submit a program for presentation)
- Participate in on-going training.
- Attend Winter Training (first week of January)

Returning Resident Assistant Responsibilities
- Take initiative in providing guidance and leadership role with 1st year staff.
- Assist with various hall responsibilities such as coordinating the RA Duty Schedule, programming ideas, and leadership.
- Role model qualities and characteristics of an exceptional RA (this includes maintaining a positive attitude, willingness to promote/ enhance the department and its goals, dutifully completing all job requirements).

Perform and participate in other duties as assigned by the department.